Northwestern | myHR Faculty Recruiting

Configuring a Search in FRS – Quick Guide

Before a search can be set to Active status and begin receiving applications, some configurable options need to be set up in FRS. This is a guide to these options that a search committee or Search Administrator will need to decide on. ***Check first with your school's Dean's Office*** *to ensure that the options you select match the school's recruitment structure. Then, after configuring these options, reach out to the Dean's Office to active the search.*

1. Search Structure

- What should the contact e-mail address be if applicants wish to contact the department (will be listed at the bottom of the application form). Must list at least one; may have a separate contact for reference questions.

******Set this option in the Search Contacts portion of the Settings section; see pg. 2******

- Edit the text of the Search Description, a brief paragraph that will appear at the top of the application form. Can be used for descriptive or instructional text.
- What should the minimum (i.e., required) and maximum number of references be for each application?
- Until what date should reference letters be accepted (need a date in this field even if position is open until filled)?
- Should applicants list only their highest degree earned, or other degrees too? Should listing these other degrees be required, or optional?
- Should references be automatically sent an e-mail requesting that they submit letters as soon as the applicant applies?
- Should applicants receive an automatic e-mail informing them when reference letters have been submitted on their behalf?

******Set these options by clicking the pencil icon in the Search Details portion of the Settings section; see pg. 3******

2. Search Committee

- All search committee members, including the Chair, must have permissions set to define their level of access (view, edit, or no access) to applicant data, applicant materials, review scores, disposition codes, and other features.

******Set these permissions on the Search Committee tab of the Settings Section; see pgs. 4-5******

3. Applicant and Reference Interface

- What reference types (e.g., Current Postdoc Advisor, Academic Colleague, etc.) should an applicant be able to select from?
- What application documents (e.g., CV, Research Statement) should an applicant be allowed to submit? Which should be required?
- Which degree types (e.g., PhD, MD) should an applicant have the option to select from?
- Optional: Which ad sources (i.e., "how did you hear about this opening?") should an applicant to be able to select from?

****** Set these options on the Search Options tab of the Settings section; see pg. 6******

- Do you wish to edit the text of the e-mail that references will receive requesting that they submit letters on behalf of an applicant?
- Do you wish to edit the text of the auto-confirmation e-mail that applicants will receive when they apply?

******Set these options in the Email Templates portion of the Search Options tab in the Settings section; see pg. 7******

Configuring a Search – Basic Settings

Northwestern | myHR Faculty Recruiting

Dashboard | Overview | Applications | Reporting | Communications | Settings | Log Out (Search Admin)

(30781) Full Professor of aut voluptatem voluptatibus Pre-Active
[McCormick School of Eng and Appl Sci - MCC Chem & Biol Engg]

Configure searches via the **Settings** tab

Search Administration

This section is where you configure all the search related configurations — detailed search settings, contacts, administrators, search committee, committee member permissions and specific search related options such as degree types, document types, etc. to name a few.

- Configuration options, with the exception of search committee, will become read-only once the search becomes active.
- **The Data Coordinator is responsible for reviewing the search configuration settings/approval and activating the search.**
- In case you need to change any of the items while the search is in Active status, please contact your Data Coordinator to chan
  They will need to set the search back to Active status in order to receive applicants again once changes are made.
  (Please take caution in making changes to configuration settings mid-search as it can cause data inconsistencies)

Edit/Add Search Administrators and Search Contacts;
REMINDER: *FRS will grant the Search Administrator role to the individual who created the Job Opening in myHR. If this role needs to be delegated to a different individual instead, add that person's information here. A Search Committee Chair's information could also be added here if the chair will administer the search themselves.*

Search Overview | Search Committee | Search Options | System Users | My Groups

Search Details

A quick high-level reference to the basics of the search s

The Post URL is usually a departmental web page, or s nd details of the position available. This should include details of the rm the applicant of the necessary information they will need to ually contain a link to the application for itself, which is the Application

Key details of the search structure can be adjusted here; ***See pg 3***

Use the edit button to configure your search — reference numbers, link details, description, dates, etc.

Search ID: 1
HR Job ID: 30781
Status: Pre-Active

Date Open: 2017-04-12
Reference Letter Date: 2017-04-27
Date Closed: ---

Reference Min.: 3
Reference Max.: 5

Dept. Website URL: http://www.purdy.biz/nostrum-officiis-quibusc
Application URL: http://evfrsqaapp1.ci.northwestern.edu/apply/M

Search Description:
Debitis ut sequi voluptatem modi. Perspiciatis delectus occaeca
tempore iste quos sequi autem.

School/Admin Unit: McCormick School of Eng and Appl Sci
Department: MCC Chem & Biol Engg
Department Code: 335500

Auto Email Reference: Yes
Email App. Upon Letter Upload: No
Full Text Search: No

Search Administrators

Listed below are the search administrators assigned to this search. Additional search administrators may be created as needed. Search administrators are those that manage the details of the search. They are responsible for setting the search options, creating the search committee (adding/removing search committee memberes), along with the basic search configurations.

First Name	Last Name	NetID	Permissions	Review Phase	Show Phases
Search	Admin	sa000	All	1	All

Search Contacts

Listed below are the contacts for this search. There are two types of search contacts that may be created. One for general search contacts, and one that may be used specifically as a contact for reference writers. **Only one search contact is required — Search Coordinator**. If you choose not to use a Reference Coordinator contact, all correspondence will be directed through the Search Coordinator contact.

Name	Type	Department	Email Address	Phone
nce	Search Contact	MCC Biomedical Engg		000-000-0000
	Reference Contact	MCC Biomedical Engg		000-000-0000

The "Search Contact", for basic search questions, is required. A separate contact for references, the "Reference Contact", is optional.

Configuring a Search – Basic Settings, cont'd.

Northwestern | myHR Faculty Recruiting

Dashboard | Overview | Applications | Reporting | Communications | Settings | Log Out (Search Admin)

Search Overview | Search Committee | Search Options | System Users | My Groups

Search Details

A quick high-level reference to the basics of the search settings and status.

Search Administrators

Edit Search

Search Description/Instructions:

Any text typed here will appear at the top of the application form. Can use this to provide a brief description of the search, or to provide additional instructional text to applicants.

Search Status:* Pre-Active

Department Site Posting URL:

Second Degree* No

Second Degree Required:* No

Reference Min.* 1

References Max.:* 3

Accept Reference Letter Until:* 2018-01-01

Auto Email Reference* No

Email Applicant Upon Reference Letter Upload:* No

Close | Save

Status: Pre-Active

Date Open: 2017-04-21

Reference Letter Date: 2017-05-06

Date Closed: ---

Reference Min.: 5

Reference Max.: 1

Dept. Website URL: http://conroy.info/

Application URL: http://evfrsqaapp1.ci.northwestern.edu/apply/MQ==

Search Description:

Architecto accusantium aliquid quam explicabo quis. Quia magnam cu

Facere dolorum corporis culpa sit et neque nisi non.

Set search to "Active" status to begin accepting applications (only a school's Data Coordinator may do this)

Can include dept website here if posting additional information about the position there – will appear at top of application form with the text "Click here to view the job announcement".

Should candidates be able to list a second degree earned, or just their highest degree? Should this be required?

Mix/Max number of references accepted for each applicant

Auto-email applicants' references asking for letter of reference (yes/no);

Send applicants confirmation emails when letters are uploaded on their behalf (yes/no)

Configuring a Search – Search Committee Permissions

Northwestern | myHR Faculty Recruiting

Dashboard | Overview | Applications | Reporting | Communications | Settings | Log Out (Search Admin)

Search Overview | Search Committee | Search Options | System Users | My Groups

The MyHR Search Committee will pre-populate using the info entered into MyHR and approved by the Office of the Provost for this search.

If desired, change the phases which a committee member can review ("review phase") or view ("show phases"). Can also allow committee member to only view applicants in certain disposition codes (i.e., only those who have reached "interview" status).

Adjust a search committee member's permissions directly from this screen by clicking this icon; ***see details on next page***

MyHR Search Committee

Search:

First Name	Last Name	NetID	Permissions	Role	Tenure	Dept.	Title	Review Phase	Show Phases	Show Disposition
			Applications [View], Documents [View], References [View], Notes [View], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	Equity Representative	Yes	Biomedical Engineering	Professor	1	Phase 1	- Disposition Code -
			Applications [View], Documents [View], References [View], Notes [View], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	Chair	No	Civil and Environmental Engineering	Professor	1	Phase 1	- Disposition Code -
			Applications [View], Documents [View], References [View], Notes [View], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	Committee Member	Yes	Biomedical Engineering	Assistant Professor	1	Phase 1	- Disposition Code -

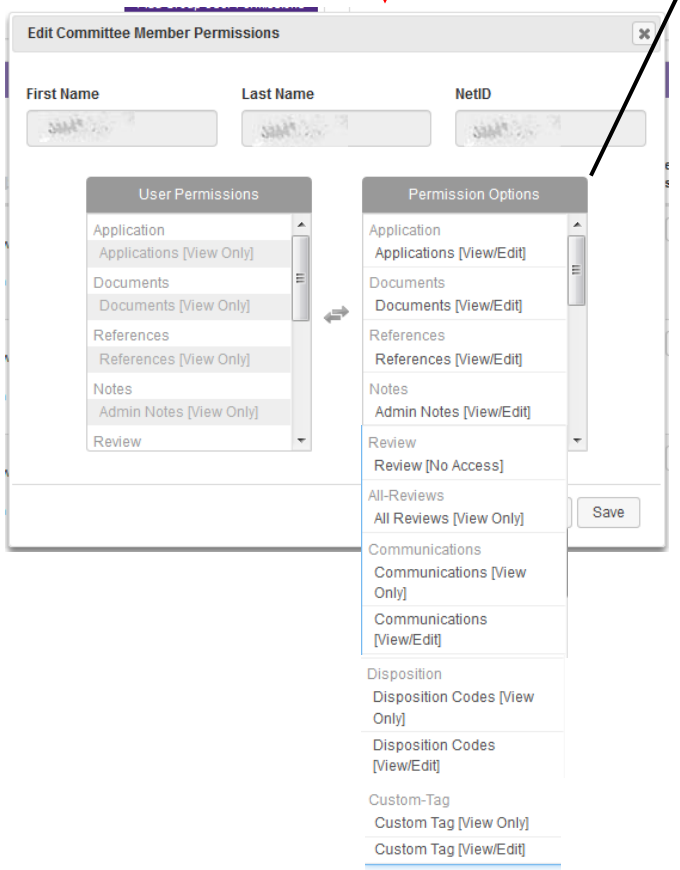
Additional Search Committee Members/Administrators

Search:

First Name	Last Name	NetID	Permissions	Group	Review Phase	Show Phases	Show Disposition
			Applications [View/Edit], Documents [View], References [View/Edit], Notes [View/Edit], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	---	1	Phase 1	- Disposition Code -
			Applications [View/Edit], Documents [View/Edit], References [View], Notes [View], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	---	1	Phase 1	- Disposition Code -

Configuring a Search – Search Committee Permissions, cont'd.

As shown on previous page, click the pencil icon to set permissions for a search committee member. The graphic below details the purposes of each permission, and provides recommendations based on role.



Application: Allows user to view applicants' applications, or to view and edit information within these applications.

Documents: Allows user to view applicants' submitted documents, or to view and remove/replace documents.

References: Allows user to view the reference letters submitted on an applicant's behalf, or to view and remove/replace these letters.

Notes: Allows user to view administrative notes in an applicant's file, or to view and create/edit these notes.

Recommended setting for all four of the above items: ***View/Edit*** *for Search Administrators,* ***View Only*** *for Search Committee Members*

Review: Allows users to enter their review (score and comments) of an applicant's candidacy. May also be set to no access, which will prevent a user from leaving a review. *Recommended setting:* ***View/Edit*** *for Search Administrators and Search Committee Members*

All-Reviews: Allows users to view the reviews entered by other Search Committee Members. Can be sent to No Access if these reviews should remain private. *Recommended setting:* ***View Only*** *for Search Administrators and Search Committee Chair; schools' discretion for Search Committee Members*

Communications: Allows users to view system communications sent to applicants, to edit and send these communications, or to have no access to these communications. *Recommended setting:* ***View/Edit*** *for Search Administrators,* ***View Only*** *for Search Committee Members*

Disposition: Allows users to view the disposition codes assigned to applicants, to assign these codes, or to have no access to this information. *Recommended setting: Schools' discretion based on who will be entering this data.*

Custom Tag: Allows users to populate the contents of the Custom Tag (e.g., Specialty Area) column on the Applications screen. ***See page 17.*** *Recommended setting: Schools' discretion.*

Configuring a Search – Customizing the Application Form

Northwestern | myHR Faculty Recruiting

Dashboard | Overview | Applications | Reporting | Communications | Settings | Log Out (Search Admin)

When a faculty applicant completes the application form for your search, s/he will select from dropdown menus for these four fields. Customize the content of these dropdown menus here.

Search Overview | Search Committee | Search Options | System Users | My Groups

Degree Types

Add the degree types you'd like to include in your search. You may drag and drop to change your display order by clicking and dragging an item's display order.

Degree Type	Display Order
Associate of Applied Science - [AAS]	1

Reference Types

Add the reference types you'd like to include in your search. You may drag and drop to change your display order by clicking and dragging an item's display order.

Reference Type	Display Order
Current Postdoc Advisor	1
Other	2

Document Type

Add the document types you'd like to include in your search. Specify the maximum document size for your document and whether or not it is a required document. You may drag and drop to change your display order by clicking and dragging an item's display order.

Document Type	Max Size	Required?	Display Order
Cover Letter	8 (MB)	Yes	1

Ad Source Types (i.e., how did you hear about this position?)

Add the advertising sources you'd like to include in your search. **This is an optional field and not required for you search.** You may drag and drop to change your display order by clicking and dragging an item's display order.

Ad Source Type	Display Order
Search Engine (google, yahoo, etc)	1

The e-mail templates that the system sends to applicants can also be adjusted from this screen – ***see next page***

Configuring a Search – Customizing Email Templates

Northwestern | myHR Faculty Recruiting

Dashboard | Overview | Applications | Reporting | Communications | Settings | Log Out (Search Admin)

FRS is pre-populated with e-mail templates that will be sent to applicants in various circumstances. These are customizable; to edit a template, click on the name of the template below, and then click the pencil icon. Be sure not to edit or remove the bracketed {email tokens}, as these will be auto-populated with data when the e-mails are sent.

Email Templates

The system email templates below are used for resending applicant self-identification requests, resending reference letter requests and the application submission confirmation. Feel free to customize these as needed for your search requirements. Please take caution to not edit/remove the email tokens — those items within the {} brackets. These tokens will be populated by the system at time of mailing.

If you are sending manual, or custom reference letter requests, you may remove the {reference deadline} token and enter your own information. For the applicant self-identification request if you would like to include some sort of deadline for this you may, otherwise, that section may be removed from the template as it is not auto-populated.

Email Template Type	Email Template
Applicant Self Identification Request	Dear {applicant first name} {applicant last name}, …artment} at Northwestern University. … please visit this link: …if necessary]]. …g your self identification information. …, at {search contact email}.
Application Submission Confirmation	Dear {applicant first name} {applicant last name}, Thank you for your application for the open {position title} position in {department} at Northwestern University. Your application has been submitted. We will keep you apprised of any changes in the status of your application. If you have any additional questions, please contact {search contact name}, at {search contact email}. Faculty Search Committee
Reference Letter Request	Dear {reference first name} {reference last name}, {applicant first name} {applicant last name} ({applicant email}) is applying for a {position title} in the {department} Department at Northwestern University and has submitted your name as a reference. Please submit your letter of recommendation in Adobe PDF format. When you are ready to upload your letter of recommendation, please visit this link: {reference url} The deadline to submit your letter of recommendation is {reference deadline}. On behalf of the applicant, thank you for submitting your letter of recommendation.

NOTE: Should only be used in rare cases where a candidate is unable to apply through the online system. **Do not** re-send this e-mail to candidates who have already applied through FRS unless they request to change their Self-ID disclosures. Contact facultyrecords@northwestern.edu if you receive a request from a candidate to change their Self-ID disclosures.

Sent to applicants after application is submitted

Sent to applicant's references; can be auto-sent after application is submitted, or sent manually ***(see pg. 3 to adjust this setting)***